



## AFTERHOURS CHECKING-IN AND CHECKING-OUT CHARTS

### OVERVIEW:

- The Medical Record's Afterhours Log sheet is for charts that are **checked-out** afterhours, NOT chart's checked-out during normal business hours and then returned afterhours.
- Afterhours starts at 16:30/4:30 PM Monday through Friday, all day Saturday, and all day Sunday. It also includes all Government of Guam Holidays.

### After Hours Chart's Retrieval:

1. Go to Medical Records, room 266.
2. Type in your authorized entry code to access Medical Records.
3. Pull each chart you need.
4. Complete all parts of the Out-Guide (expect for HH#).
5. Complete the Medical Record's Afterhours Log sheet. Fill in:
  - a. Check-out Date
    - i. Anytime after 00:00/12:00 AM the date must reflect that it is now the following day. (i.e., if it is May 15<sup>th</sup> at 11:59, you write 5/15/2012 as the date. If it is 00:00/12:00 AM you write 5/16/2012.)
  - b. Consumer
  - c. Chart Number
  - d. Picking up Staff's Name: Print your name; do not use your signature; do not write a division/discipline. This is not the name of the person who you are retrieving the chart for or the name of who will be using it.
  - e. Location of Chart Storage: Check the appropriate box or check the 'other' box and write the location.
  - f. Check-out time, with the current time (military time).

### Returning Charts:

1. Find the corresponding Medical Records Afterhours Log sheet for the charts you are returning.
2. Cross reference that you are completing the information for charts that you are returning and not automatically assuming you have returned all the charts you checked out.
3. Fill in the check-in date for each chart you are returning.
4. Fill in the check-in time for each chart you are returning with the current time (military time).
5. Place the chart in the designated area in Medical Records and Medical Record's personnel will return the charts to the shelves and remove the corresponding Out- Guides.

## AFTERHOURS CHECKING-IN AND CHECKING-OUT CHARTS

### Before 'Handing-off' Charts to another Staff Member:

- Staff cannot hand-off a chart to another staff member. The returning chart procedure and chart retrieval procedure must be followed.
  - A telephone call notifying Medical Record's personnel of a 'hand-off' does not meet the requirements for returning a chart.
- The staff member, who currently has the chart, must complete the returning chart procedure before another staff member can have the chart.
- Once the staff member has returned the chart, the staff member requesting the chart must complete the chart retrieval process.

### Chart Reconciliation:

- Medical Record's personnel will do a reconciliation using the report generated by the key-code system and the Medical Record's Afterhours Log sheet.
- If there are any discrepancies, the appropriate supervisor will be notified.
- If the chart is located in Adult Inpatient Unit (AIU) and Children Inpatient Unit (CIU), Medical Record's personnel will do reconciliation on the last working day of each month by calling AIU and CIU and cross-referencing the charts that have not been returned, match up to the charts still in AIU and CIU.
  - If there are discrepancies, further reconciliation will be conducted and new procedures may be put in place to prevent further issues.
- If the chart is stored somewhere other than AIU and CIU, Medical Record's personnel will do reconciliation every Tuesday.
  - Medical Record's personnel will highlight any rows where staff has not checked-in a chart. They will send an email to the supervisor if a staff member has two (2) or more past-due charts.
- If the weekly reconciliation shows that a staff member has not returned two (2) or more charts, the staff member is not allowed to check-out additional charts until the past-due charts are returned.

### **PROTOCOL:**

- You are ultimately responsible for ensuring the charts you say you checked-in and checked-out match up to the Medical Record's Afterhours Log sheet.
- The person physically taking the chart from Medical Record's is held accountable for the chart's return.
- Staff cannot hand-off a chart to another staff member. The returning chart procedure and chart retrieval procedure must be followed.

## AFTERHOURS CHECKING-IN AND CHECKING-OUT CHARTS

- It is very important that you do not automatically assume the charts you are returning match up to all the charts you checked-out. You must double check when filling in the check-in date and check-in time.

APPROVED: 	Date: 
Wilfred Aflague Director	

**MEDICAL RECORD'S AFTERHOURS LOG FOR:**

**MONTH YEAR**

	<b>Consumer</b> (Last Name, First Initial)	<b>Chart Number</b>	<b>Picking-up Staff's Name</b> <b>Printed</b> (Not Division. Not signature. Person physically picking up the chart)	<b>Location of Chart</b> <b>Storage</b>	<b>Check-out</b> <b>Date</b>	<b>Check-out</b> <b>Time</b>	<b>Check-In</b> <b>Date</b>	<b>Check in</b> <b>Time</b>
Ex1.	<i>Guam, J</i>	<i>12345</i>	<i>Ms. Doctor</i>	<input checked="" type="checkbox"/> AIU <input type="checkbox"/> CIU <input type="checkbox"/> COT <input type="checkbox"/> Other:	<i>5/16/2012</i>	<i>18:00</i>		
Ex2.	<i>Guam, K</i>	<i>6789</i>	<i>Mr. Docotor</i>	<input checked="" type="checkbox"/> AIU <input type="checkbox"/> CIU <input type="checkbox"/> COT <input type="checkbox"/> Other:	<i>5/17/2012</i>	<i>2:00</i>		
1				<input checked="" type="checkbox"/> AIU <input type="checkbox"/> CIU <input type="checkbox"/> COT <input type="checkbox"/> Other:				
2				<input checked="" type="checkbox"/> AIU <input type="checkbox"/> CIU <input type="checkbox"/> COT <input type="checkbox"/> Other:				
3				<input checked="" type="checkbox"/> AIU <input type="checkbox"/> CIU <input type="checkbox"/> COT <input type="checkbox"/> Other:				
4				<input checked="" type="checkbox"/> AIU <input type="checkbox"/> CIU <input type="checkbox"/> COT <input type="checkbox"/> Other:				
5				<input checked="" type="checkbox"/> AIU <input type="checkbox"/> CIU <input type="checkbox"/> COT <input type="checkbox"/> Other:				
6				<input checked="" type="checkbox"/> AIU <input type="checkbox"/> CIU <input type="checkbox"/> COT <input type="checkbox"/> Other:				
7				<input checked="" type="checkbox"/> AIU <input type="checkbox"/> CIU <input type="checkbox"/> COT <input type="checkbox"/> Other:				
8				<input checked="" type="checkbox"/> AIU <input type="checkbox"/> CIU <input type="checkbox"/> COT <input type="checkbox"/> Other:				
9				<input checked="" type="checkbox"/> AIU <input type="checkbox"/> CIU <input type="checkbox"/> COT <input type="checkbox"/> Other:				
10				<input checked="" type="checkbox"/> AIU <input type="checkbox"/> CIU <input type="checkbox"/> COT <input type="checkbox"/> Other:				
11				<input checked="" type="checkbox"/> AIU <input type="checkbox"/> CIU <input type="checkbox"/> COT <input type="checkbox"/> Other:				
12				<input checked="" type="checkbox"/> AIU <input type="checkbox"/> CIU <input type="checkbox"/> COT <input type="checkbox"/> Other:				

**WEEKLY AFTERHOURS PAST-DUE CHART**  
**REPORT FOR WEEK OF:**

[MONTH][START TUE]- [MONTH] [END TUE] [YEAR]

	Picking-up Staff Name	Consumer (Last Name, First Initial)	Chart Number	Date Emailed Supervisor	Mark with 'X' When Chart Returned	0= not able to check- out chart. ⊗ able to check-out chart	Notes:
1							
2							
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**MONTHLY AFTERHOURS PAST-DUE  
CHART REPORT FOR AIU/CIU:**

**[MONTH] [LAST WORKING DAY], [YEAR]**

	Picking-up Staff Name	Consumer (Last Name, First Initial)	Chart Number	Date Emailed Supervisor	Mark with 'X' If chart is at AIU/CIU	0= not able to check- out chart. ⊗ able to check-out chart	Notes:
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